

Active Member Lookup Tool

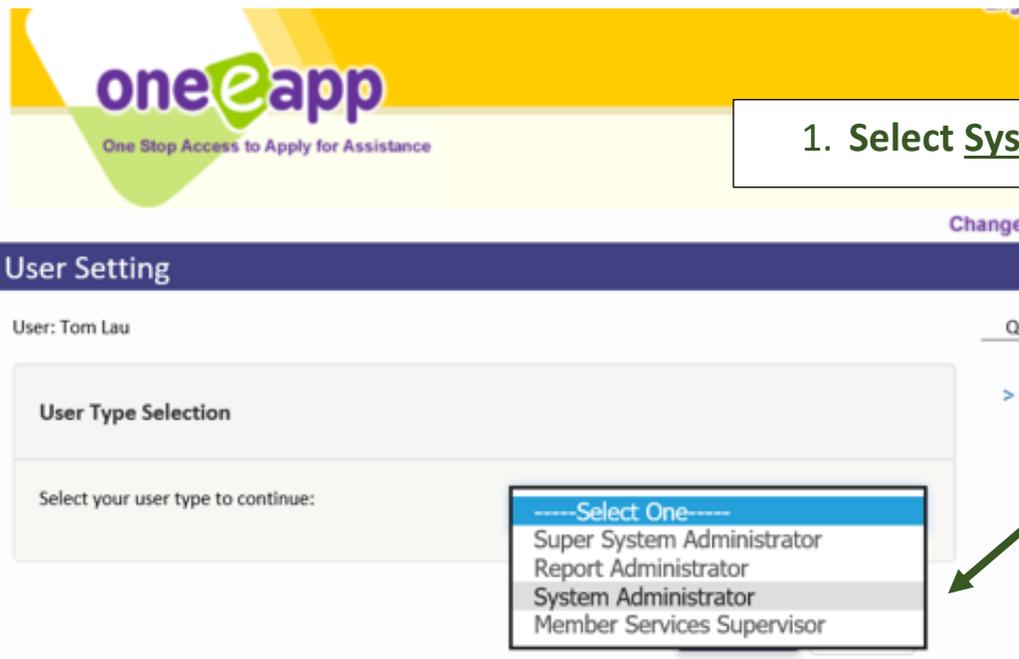
Instructions

To Look up Members By:

- Next Renewal Due Date (*To notify members of upcoming renewals using address or phone #*)
 - Age (*To notify members 50+ and turning 50 to enroll in Medi-Cal*)

Download [The Medical Home Summary](#)

This contains a list of all *currently active members* with their *phone #, address, and DOB*.



The screenshot shows the 'oneeapp' logo at the top left with the tagline 'One Stop Access to Apply for Assistance'. Below the logo is a 'User Setting' section. The user is identified as 'Tom Lau'. Under the 'User Type Selection' heading, there is a prompt 'Select your user type to continue:'. A dropdown menu is open, showing the following options: '-----Select One-----', 'Super System Administrator', 'Report Administrator', 'System Administrator', and 'Member Services Supervisor'. A green arrow points from a text box to the 'System Administrator' option in the dropdown.

1. Select System Administrator as User Type



Outreach...

- [View Messages](#)
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Administration...

- [Access One-e-App Reports](#)
- [View Notes](#)
- [Medical Home Summary](#)

My Account

[Change Password](#)

[Change Secret Question](#)

[Change Font Size](#)

[Modify My Profile](#)

2. Click Here

Get Help

Medical Home Summary

Organization: VALLEY COMMUNITY HEALTHCARE

Medical Home: Select All

Disposition Status: **Approved**

Date Range:
From: [] [] [] []
To: [] [] [] []

3. Make sure your Organization is showing.

4. Select Approved

5. Click Here

6. Click here to download & save Excel file to your computer

View Summary

Save to Excel
Get Help

Note: Applicants are continuously being added, transferred, and disenrolled. Always download a new Medical Home Summary to get the most up-to-date information.

7. Open the Medical Home Summary you just downloaded and the Active Member Lookup Tool.

8. For the Medical Home Summary: Highlight entire columns A to W and **COPY**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	PersonID	ApplicationID	Status	ParticipantName	Date_of_birth	Disenrolled_date				Disenrolled_Reason	Renewal_flag	Reenroll_flag	UserID	MSN	PFL	Program_Name		Mobile	Home	Address	City	State	Zip
2	3190000000000	19000000000000	Approved	Joe Smith	10/06/1982	12/11/2019			01/01/2021	12/31/2021			Jbob	1	91.58	MHLA	10/23/2020	(213)123-4567		123 Maple St.	Los Angeles	CA	91706
3	3190000000000	19000000000000	Approved	Mary Jane	01/28/1984	10/12/2020			10/12/2020	10/31/2021	R		Jbob	1	131.61	MHLA	10/12/2020	(213)123-4568		124 Maple St.	Los Angeles	CA	91732
4	3190000000000	19000000000000	Approved	Joe Smith	10/04/1984	04/24/2019			01/01/2021	12/31/2021			Jbob	1	57.54	MHLA	12/03/2020	(213)123-4569		125 Maple St.	Los Angeles	CA	91745
5	3190000000000	19000000000000	Approved	Mary Jane	12/30/1972	11/20/2018			12/01/2020	11/30/2021	R		Jbob	1	122.43	MHLA	11/10/2020	(213)123-4570		126 Maple St.	Los Angeles	CA	91746
6	3190000000000	19000000000000	Approved	Joe Smith	05/05/1951	06/04/2018			07/01/2021	06/30/2022			Jbob	1	3.07	MHLA	04/26/2021	(213)123-4571		127 Maple St.	Los Angeles	CA	91016

Columns A to W

COPY



PASTE

9. For the Active Member Lookup Tool: Highlight entire columns A to W and **PASTE**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	PersonID	ApplicationID	Status	ParticipantName	Date_of_birth	Ins_start_date	Disenrolled_date	Ins_effective_date	Ins_end_date	Disenrolled_Reason	Renewal_flag	Reenroll_flag	UserID	MSN	PFL	Program_Name	Last_Update_Date	Mobile	Home	Address	City	State	Zip	Highlight Columns A to W and Paste	When is the Next Renewal Due Date?	Age as of (Note: 50+)
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										

A. Lookup by Next Renewal Due Date

To notify members of upcoming renewals using address or phone #

1. Click to use Drop-down Filter

2. Un-check *Select All*

3. Check the *year* and *Renewal Due Month(s)* you wish to see

When is the Next Renewal Due Date?

Age a (Note: 50+)

Sort A to Z

Sort Z to A

Sort by Color >

Clear Filter From "When is the Next ..."

Filter by Color >

Text Filters >

Search (Alt)

(Select All)

2022

2021

September

October

November

December

(Blanks)

OK Cancel

February 20, 2022

April 30, 2022

B. Lookup by Age

To notify members 50+ and turning 50 to enroll in Medi-Cal.

Note: Due to **AB 133** (Full-Scope Medi-Cal Expansion to 50+), effective 05/01/2022 all ages 50 and up will begin to be disenrolled (check future notifications for exact timeline), and age 49 will be disenrolled when turning 50 thereafter.

Recommend they are enrolled in Emergency Medi-Cal before disenrollment, so they will smoothly transition to Full-Scope Medi-Cal.

1. Click to use **Drop-down Filter**

2. Un-check **Select All**

3. Check the **Age(s)** you wish to see
(Example: Check 49 to see those about to turn Age 50)

C. Reminder: CLEAR FILTERS

Always *Clear Filters* after *each* lookup or filtering of columns and before pasting a new *Medical Home Summary*.

